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15 OCTOBER 1953

THE INITIATION AND PROCESSING OF  
PERSONNEL EVALUATION REPORTS

1. No later than the 15th of each calendar month, the position control clerk will review the Position Control to determine those employees whose personnel evaluation report will become due the following month.
2. Prepare Form No. 37-151A, Routing and Action Slip, original only, for each individual whose personnel evaluation report will become due.
3. Forward Routing and Action Slip to respective organizational evaluations officer and note service record card (item 11) indicating date forwarded and date due in pencil.
4. When the personnel evaluation report is returned, the position control clerk notes the service record card accordingly. (Item 15)
5. The position control clerk reviewing the Position Control no later than the 15th of each calendar month, to determine those employees whose PER's will become due, will also review to determine the PER's not returned and overdue.
6. The position control clerk will prepare a memorandum (original and 2 copies) indicating the names of those individuals for whom PER's have not been returned to the Evaluations Officer of the organizational element concerned for the signature of the Chief, Processing and Records Division.
7. As the overdue PER's are returned, strikes off the names on the suspense copy of the memorandum and posts to Position Control. Picks up all outstanding names and includes them on the memorandum the following month.
8. Calls to the attention of the Chief, T&R any PER's which have been called to the attention of the appropriate evaluations officer as overdue at least once.
9. When PER's are returned and posted, the position control clerk will forward the PER's to the appropriate placement officer.
10. The placement officers after taking the necessary action will forward the PER's to the Chief,

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Chief, Transaction & Records Br.

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